GODDARD SPACE FLIGHT CENTER
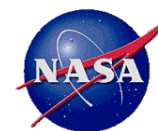# REQUEST TO TEMPORARILY WITHDRAW RECORDS
(Submit Completed Form to Code 271)

Records created in the conduct of GSFC business are the property of GSFC. Records that are placed in off-site storage at the Washington National Records Center (WNRC) can be temporarily withdrawn by the owning organization provided that, once withdrawn, the records are controlled in accordance with NPR 1441.1. Records can be temporarily withdrawn for an initial period of 60 days. The owning organization may request an extension for an additional 60 days by completing the extension section of this form and submitting it to the Center Records Manager. When business needs require records retrieval past the 60 day extension period, the owning organization will request the records be permanently withdrawn from the WNRC on a GSFC Form 22-73, Request to Permanently Withdraw Records.

REQUESTER NAME	ORGANIZATION CODE	BLDG.	ROOM

EMPLOYEE ACCEPTANCE

GSFC business requires the temporary withdrawal of the records listed below. I agree to manage these records in accordance with established policy and maintain the integrity of the accession numbering sequence and the associated SF-135 content documentation. Records that are removed for photocopying will be returned to the original box.

REQUESTER SIGNATURE	DATE

DIRECTORATE RECORDS LIAISON OFFICER (RLO) AUTHORIZATION	DATE
NAME: SIGNATURE:	

RECORDS CONTROL INFORMATION

OWNING ORG CODE	ACCESSION #	BOX #	RECEIVED BY (Print Name and Initial)	DATE	RETURNED BY (Print Name and Initial)	DATE

REQUSTER'S NAME AND SIGNATURE	DATE

PERIOD OF EXTENSION	FROM (MM/DD/YY)	TO (MM/DD/YY)

RLO NAME SIGNATURE	DATE

INTERNAL USE ONLY

RECORDS MANAGEMENT APPROVAL	DATE

GSFC 22-70 (7/10) Previous Editions Obsolete.